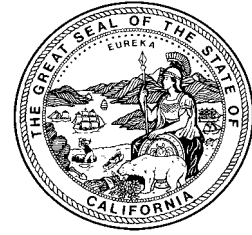


C.E.A.



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

EXAMINATION ANNOUNCEMENT (This exam was previously announced on 5/28/04)

DEPARTMENT:

STATE TREASURER'S OFFICE

POSITION TITLE:

DIRECTOR OF PUBLIC LIAISON
C.E.A. Level 1
\$5768 - 7324

**FINAL FILING DATE HAS
BEEN EXTENDED TO:**

Until Filled **

DUTIES/RESPONSIBILITIES:

The Director of Public Liaison is responsible for providing policy direction and advice to the State Treasurer and the State Treasurer's Executive staff on all public relations, media and outreach issues. As an integral member of top management, the position acts as spokesperson for the State Treasurer and is the primary contact for public outreach. The position is responsible for the coordination and development of all publications, reports, and news releases and for supervising staff performing public relations, outreach and media related duties.

**** Applicants who have already applied for this exam need not apply again. Your applications are still under consideration.**

EXAMINATION INFORMATION:

The examination will consist of an application/resume evaluation. Interviews may be conducted if the evaluation committee or appointing power finds it necessary.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the following minimum qualifications:

Ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's affirmative action program objectives and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State Service, other government settings, or in a private organization):

Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

DESIRABLE QUALIFICATIONS:

- Possess the ability to organize and direct a statewide program of public information and education.
- Possess knowledge of techniques of preparing, producing, and disseminating information utilizing all major media of communication.
- Possess principles and techniques of establishing and maintaining good public relations.
- Possess the ability to develop agencywide objectives and policy.
- Possess knowledge of principles of public administration and effective supervision.

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used to fill the Director of Public Liaison position and may be used to fill any subsequent vacancies in the position for a period of twelve months. However, the department may elect to consider new applicants in addition to those previously screened.

Any questions regarding this exam should be directed to Debbie Sequeira, Staff Services Manager I, at (916) 653-7175.

FILING INSTRUCTIONS:

You must file a standard State application, Form 678, available at the State Personnel Board or at the State Treasurer's Office. Applications may be filed in person or by mail with the:

State Treasurer's Office
Personnel Office
Attn: Debbie Sequeira
915 Capitol Mall, Room 538
Sacramento, CA 95814

If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.